

3665A 261

HOUSE REGULATIONS

OF THE

Halifax Club.

October, 1876.

HALIFAX, N. S.,
PRINTED BY WILLIAM MACNAB, 12 PRINCE ST.
1876.

6

5924

COMMITTEE OF MANAGEMENT.

1876.

ROBIE UNIACKE, Chairman.

M. B. ALMON.

JOHN DUFFUS.

L. J. MORTON.

JOHN T. WYLDE,

WILLIAM TWINING.

STEPHEN TOBIN.

J. F. KENNY.

JOHN TAYLOR.

H. H. FULLER.

F. ALLISON.

F. D. CORBETT.

CHARLES J. STEWART.

M. DWYER.

ADAM BURNS, Hon. Treasurer.

H. W. JOHNSTON,
Secretary.

HOUSE REGULATIONS
OF THE
HALIFAX CLUB.

COMMITTEE OF MANAGEMENT.

The ordinary weekly meetings will be held every Wednesday at 5 o'clock, P. M., except the first meeting of each month which will be held at 8 o'clock, P. M. The Chairman may, however, call the Committee together at any other time he may consider necessary—due notice being sent to each member. Three members shall form a quorum. In the absence of the duly appointed Chairman, a Chairman for the day will be first elected, and the Minutes of last meeting having been read the question will be put by the Chairman that they be confirmed. If the Minutes be objected to by a majority of members present, the particular subject objected to will be reserved for future consideration, either at a special meeting or at the next ordinary meeting, as may be decided upon. If not objected to then the Chairman will affix his signature thereto.

After disposal of the Minutes the order of business will be as follows :

- 1.—Presentation of Secretary's monthly account.
- 2.—Bills for approval.
- 3.—Submission for approval of names for privileged membership.
- 4.—Report of Active Committee.
- 5.—Reports of Sub-Committees.

6.—At last meeting of each month, appointment of two members as Active Committee for ensuing month.

7.—Miscellaneous business requiring the consideration of the Committee.

SUB-COMMITTEES.

ACTIVE COMMITTEE.

One of the Active Committee shall be in the House at least once daily, to receive reports and give instructions, if necessary, to the Secretary and House Steward.

They shall attend to matters referred to them by the whole Committee, and report the following week on the same, as well as on all proceedings.

They shall examine all pass-books to see that purchases have been economically made, and shall examine and check the Secretary's account for the month, previous to its submission to the General Committee.

They shall receive, through the Secretary, complaints from members, and report the same with any action taken thereon, to the next meeting of Committee.

They shall have general supervision over the Coffee Room, recommending to the Committee any changes they may think necessary in the Tariff, or other matters connected with this department of the Club.

They shall inspect the House, and particularly the Larder and Kitchen, at least once a month, noticing its condition before the Committee.

They shall attend to the Ballot and other duties, as in the General Rules of the Club.

HOUSE COMMITTEE.

Shall have general supervision of the whole House, and shall make such recommendations to the Committee as regards Furniture, house-cleaning, repairs, heating or other matters connected with the arrangements of the House, as they may consider advisable for the comfort and convenience of the members and general interests of the Club.

They may authorize small expenditures from time to time, when in their opinion inconvenience would be caused by delay in obtaining the sanction of the whole Committee—all such expenditure to be reported to the next meeting of Committee.

COMMITTEE ON WINES AND CIGARS.

Shall exercise general supervision over all matters connected with this department of the Club. Shall at least once in every three months inspect the main cellar and Steward's supply cellar, checking the quantities on hand, and comparing the same with the cellar books, and reporting to the next meeting of Committee.

They shall report from time to time all additions required to the stock on hand, recommending the most suitable way of obtaining the same—they shall also report to the Committee any changes in the Wine and Cigar Tariff which they may think it advisable to recommend.

BILLIARD COMMITTEE.

Shall take cognizance of all matters connected with the Billiard Room, and report to the Committee anything they may consider necessary to increase its comfort and convenience, and further the interests of the Club.

COMMITTEE ON PERIODICALS.

Shall make arrangements under direction of the General Committee for obtaining the Magazines, papers and other Periodicals for the use of Members, see that the same are conveniently placed in the Club and properly filed for reference.

Sub-Committees are not empowered to incur any expenditure, except in case of emergency, without authority from the General Committee, and all purchases made as above must be reported to the next meeting of the Committee through the Secretary.

All Sub-Committees are expected to make a general report on the several Departments under their charge to the first meeting of the General Committee in each month, besides such special reports to other meetings as they may think proper.

SECRETARY.

He will attend all meetings of the Committee and keep minutes of the proceedings, placing all bills, orders and communications before them, and executing the business then decided upon according to instructions.

Besides his attendance on the Committee, he will conduct the official correspondence of the Club, see that all bills have been duly authorized before payment, draw up Reports and keep regular accounts of all the financial concerns of the Club.

He shall receive from the Steward every morning the cash receipts of the house for the previous day, and shall satisfy himself that the same are correct, after

comparison with the cheques, dinner bills and Coffee Room sheets. He shall pay all salaries and House wages, all bills against the Coffee Room, and such others as the Committee may direct, handing over to the Treasurer at the end of each month whatever cash balance may remain in his hands.

He shall check all pass-books and tradesmen's bills, and keep a monthly account of all receipts and expenditure in the House, laying a statement of the same before the Committee at their first meeting in every month.

He shall pay over to the Treasurer, in full, all amounts received by him for members' subscriptions.

He shall have charge of all the wines and liquors in the main cellar, and issue the same to the Steward as may be required. He shall check the Steward's cellar, and keep a daily account with the waiters of all wine, &c., issued to them and consumed in the House. He shall keep the Cellar Book of the Club in such manner as the Committee may direct. He shall also have charge of the stock of cigars and cards, issuing them as required, and keeping a daily account of their consumption.

He shall perform duties on Ballot days as in General Rules.

He shall have general control and superintendence of the establishment, under the Committee, keeping supervision over the Steward to see that his duties are satisfactorily performed, and that all orders from the Committee are strictly attended to ; reporting the contray immediately to the Active Committee.

He shall prepare a yearly account of the financial state of the Club.

He shall place a notice in the Entrance Hall and Committee Room, stating at what hours he may be seen in the House on Club business.

STEWARD.

He shall live in the Club and have custody of Supply Cellar, Plate, Cutlery, China, Glass, Linen, and all Furniture and Provisions of the Club. He shall have general control and superintendence of the Cook and men and women servants, and will be responsible for their conduct and cleanly appearance, and in case of misconduct shall report the same to the Secretary or Active Committee.

He shall have charge of all wines and liquors in the bottling and supply cellar, shall issue the same to the waiters, and will be charged with all deficiencies that may occur in the stock of Wines, Liquors, or other property placed in his custody.

He shall account daily to the Secretary for all receipts of monies, prepare Bills of Fare, after consulting the Secretary as to Tariff charges, &c., and shall send each day to the Secretary the Bill of the preceding day.

He shall see to the good order of the House generally.

He shall cater for the Club, keeping Pass Books with approved tradesmen, and entering in similar Pass Book, at the time of purchase, all supplies bought in market. These books to be made up weekly, and left with the Secretary.

He shall check daily supplies to and withdrawals from the Waiters' Cellar. He shall examine and check tradesmen's books and bills, seeing that charges are reasonable and in accordance with goods received.

He shall enter in the Order Book everything necessary to be purchased by the Club, and all necessary repairs—for the sanction of the Committee before further action.

He shall see that no friends of any servant enter the Club House, except by his permission, and in no case by the front door.

He shall be governed by all regulations of the Committee affecting his department.

HALL PORTER.

He shall enter in his book once a day the name of every member coming into the House, and will see that members introducing strangers write their name and address, with that of the introducer, in the book kept for that purpose.

Strangers calling to see members of the Club will be shewn by him into the Reception Hall or other room set apart by the Committee for that purpose, and intimation of their arrival immediately sent by him to the member enquired for, if in the House. If a letter for an absent member be called for by any other member who may wish to forward it, the latter will be required to pay the postage (if any), and to sign an acknowledgment in the Porter's book of his having received the letter, in case of future question.

He will arrange the papers in the Morning Room, render all possible assistance to the House Steward, and perform such other duties as the Committee may from time to time direct.

WAITERS.

The Waiters and other servants in the Establishment will be subject to the orders of the House Steward, and will perform such duties as he may prescribe.

YARDMAN.

The Yardman will light the fires, saw and cleave wood, convey fuel at proper times to the various apartments, clean knives, keep the sidewalk in front and yard in rear of the house constantly clean, and perform such other necessary duties as the House Steward may from time to time direct.

GENERAL SERVANTS REGULATIONS.

No officer or servant will receive, under penalty of dismissal, any present whatever from the members, guests or tradesmen of the Club, and any tradesman detected in giving such, will be forthwith discontinued and never dealt with again.

No servant will absent himself or herself from the Club House, except on business, and the servants are strictly prohibited from receiving visitors or followers.

Dinner will not be served to the servants after two o'clock, p. m., except when they are prevented by duty from attending at the regular hours.

Eatables left on the dishes will be taken direct to the kitchen, and in no way appropriated by the servants.

Servants while on duty will not talk to each other, except on matters connected with their business; and no servant is permitted to address an individual member in the house on matters either personal or relative to the concerns of the Club, all communications of the latter kind to be made to the Secretary for the information of the Committee.

If any money or articles supposed to be the property of members should be found by the servants in the Club House, they will be delivered to the House Steward.

The Servants' entrance will be under lock and the key thereof in custody of the Steward.

No application for reinstatement of a servant, who may have been dismissed on the representation of a member, will be read or taken into consideration, unless it comes through and be recommended by the member by whose representation he or she was dismissed.

Servants will be held responsible for breakage and loss of and damage to the property of the Club.

No Servant of the Club shall be sent out of the House on any errand or pretence whatever, unless upon Club business by the Steward, Secretary or member of Committee, or to post letters at stated periods, or to call a cab from the nearest stand.

COFFEE ROOM.

Breakfasts may be served from eight until eleven o'clock, a. m.

Hot Lunches and Dinner from one to three, p. m., and from six to eight, p. m.

Hot Suppers up to ten o'clock, p. m., on giving notice before eight o'clock.

Cold Meats and Tea and Coffee and Toast at any hour up to eleven o'clock, p. m.

No Wine or Liquor shall be served to any member in the Coffee Room, except with Breakfast, Lunch, Dinner or Supper.

Members will fill up their dinner bills themselves, and must on no account employ the Waiters to do so.

No hat, cap, stick or umbrella shall be taken into the Coffee Room.

Articles of glass, earthenware, &c., which may be broken by the members either in the Coffee Room or elsewhere in the House, will be paid for by them at prices to be fixed by the Committee.

PRIVATE DINING ROOM.

The Private Dining Room and Card Room opening from it, may be engaged by a party of not less than five for their exclusive use during the evening, by giving notice to the Steward on the morning of the day on which they may wish to dine, and on such terms as the Committee may direct.

BILLIARD ROOM.

The following regulations will be in force in this Room :—

1st.—The Game of Pool shall have choice of tables, and take precedence over Billiards and Pyramids, and may be played in consecutive games.

2nd.—For Billiards and Pyramids the tables can only be engaged for one game of fifty or one hundred points. Precedence in playing and choice of tables given according to entry of names on the marker's slate. Players of Billiards should intimate to the Marker whether they intend to play a game of 50 or 100 points.

The charges will be as follows :—

POOL—Five cents per ball—Stars to pay extra.

BILLIARDS—Fifteen cents for a game of 50 ; twenty-five cents for a game of 100 points, or two consecutive games of 50.

PYRAMIDS—One cent per ball. Two consecutive games twenty-five cents.

CAROM GAMES—Fifteen cents for game of fifteen points.

Twenty-five cents for game of twenty-five points.

No Carom Game to exceed twenty-five points.

OTHER GAMES—By the hour, fifty cents.

Players are particularly requested immediately after play to obtain their cheques and deposit them in the box.

The Marker is instructed on the conclusion of each game, to present to the loser a cheque for the amount of the game, together with the box in which the same is to be deposited.

CARDS.

The price of new Cards will be fifty cents per pack, second-hand cards twenty-five cents. Cards with the Club crest will be charged for at the rate of seventy-five cents per pack, in the first instance, afterwards as above.

The Cards will be the property of the Club, (except when sold at second hand to members to be taken out of the House), and shall be taken charge of by the Hall Porter immediately after the party using them shall have retired from the room, or after the table has been broken up.

New Cards only shall be called for in the afternoon and may remain on the table for the use of the members purchasing, without being charged for again the same day to the same gentlemen. Second-hand cards may be called for in the evening.

SMOKING.

Smoking will be permitted in all rooms except the Morning Room, Coffee Room and Private Dining Room, unless the last is engaged for dinner, in which case smoking is permitted at the option of the party occupying the room.

ENTRANCE HALL.

No stranger will be admitted to view the House, unless accompanied by a member, and then only between the hours of ten and twelve in the forenoon.

No large boxes or articles of baggage belonging to a member will be admitted into the hall, and bags or portmanteaus sent by members wishing to dress, will be conveyed to the Dressing Room.

GENERAL RULES.

No pamphlet, advertisement or notice of any kind will be laid on the tables or put up in the Club by a member, without the consent of the Active Committee. Any pamphlet which it may be wished to make known to the Club, shall be sent to the Committee for approval.

English and American papers, which are not intended to be bound, will be kept on file for three months.

Montreal and Toronto papers, one month.

Halifax and St. John papers, one week.

The local daily papers are on no account to be taken out of the Morning Room during the day or evening of publication.

Writing materials will be provided for the use of members in the Morning Room, and in the Private Dining Room when not engaged.

No eatables beyond a sandwich, toast or biscuit will be allowed in any room besides the Coffee Room and Private Dining Room.

No refreshment of any kind will be served after twelve o'clock, P. M., unless specially authorized by the Active Committee for the month, on timely application in writing to them.

The House will be closed at one o'clock, A. M., except on Saturday and Sunday, when it will be closed at eleven o'clock, P. M.

DRESSING ROOM.

Any portmanteau, bag, or baggage of any kind must be taken away immediately after use, and not allowed to remain in the Club for future use. No servant of the Club will be employed by any member to clean clothes, boots or shoes, or to assist him in dressing.

No member, except on special duty, nor servant of a member, will be allowed to go down into the basement story of the House, apportioned for the use of the servants of the Club, nor will any such servant be allowed to go into any other room than the Dressing Room, and then only to assist his master in dressing.

The foregoing Regulations may be altered by a majority of the General Committee at any meeting, notice of such alteration having been given at the previous meeting and communicated to each member of the Committee, together with the date of the meeting for final disposal of the same.

st
o
ne
s,

a
t
s
o
n

6